



Voluntary Annexation Information

This voluntary annexation information packet explains the annexation process in a Type A General Law City, such as Helotes, and provides the required Annexation Petition Forms which will be presented to the Helotes City Council.

Questions to consider before beginning the voluntary annexation process:

- 1) Is the territory within the City of Helotes' ETJ?
- 2) Is the territory contiguous to the City limits?
- 3) How many homes are located in the territory?

The City of Helotes is a Type A General Law City and can only annex territory at the request of area landowners or voters. The territory must be contiguous to the City and must meet other criteria (explained herein) before the annexation process can begin. The Petition for Annexation must be signed by a majority of the landowners or voters living in the territory to be annexed.

The request for annexation will be considered solely by the City Council, which holds sole discretion in granting or denying a Petition for Annexation. Annexation may be granted within ninety (90) days after the petition is certified by the Mayor.

The procedure for an annexation is as follows:

- 1) Landowners or voters submit a petition requesting annexation by the City of Helotes.
- 2) The petition is reviewed by the City Staff to determine if the area meets the required criteria.
- 3) At a City Council meeting, the Mayor certifies the petition and directs City Staff to commence annexation proceedings. Public hearing dates are set at this time.
- 4) The Municipal Service Plan is prepared by City Staff and written notice is mailed to property owners.
- 5) The City Council holds two (2) public hearings.
- 6) The City Council approves, denies, or approves with modifications an annexation ordinance with an effective date.
- 7) Zoning classifications will be assigned within 180 days after annexation.

This information is intended to provide general information regarding voluntary annexation. Please contact the City Secretary at citysec@helotes-tx.gov or 210-695-5911 for more information.

Affidavit Requesting Annexation of Territory by Qualified Voters

TO THE MAYOR AND GOVERNING BODY OF THE CITY OF HELOTES, TEXAS:

We, the majority of the inhabitants and qualified voters of the following described territory, which adjoins the city limits, hereby petition your Honorable Body to extend the present City limits so as to include as part of the City of Helotes, Texas, the following described territory, to wit:

(Please describe the territory covered by the petition by metes and bounds description or by attaching a copy of affected deeds.)

We, and each of us, are inhabitants of the above described territory and are qualified to vote, and we have expressed our choice and vote by affixing our signatures to this affidavit on behalf of the majority of the qualified voters in the area described above.

Signed: _____

Signed: _____

Signed: _____

STATE OF TEXAS }
COUNTY OF BEXAR }

Before me, the undersigned authority, on this day personally appeared _____,

_____, and _____ known to me, who being duly sworn, depose and say that they, and each of them are inhabitants of the territory described above and qualified to vote, that each inhabitant of said territory who is qualified to vote has had notice of and an opportunity to vote his/her choice in the matter of annexing said territory by the City of Helotes, Texas; and that a majority of those qualified to vote have voted in favor of becoming part of said City.

Given under my hand and seal of office, the _____ day of _____, 2015.

Notary Public - Signature

Print Name

To the Mayor and Governing Body of the City of Helotes: We, the undersigned inhabitants and qualified voters request that _____ Subdivision be / not be considered for possible annexation by the City of Helotes.

Printed Name	Address	Voter Registration No.	Signature	For	Against
--------------	---------	------------------------	-----------	-----	---------

1	_____	_____	_____		
2	_____	_____	_____		
3	_____	_____	_____		
4	_____	_____	_____		
5	_____	_____	_____		
6	_____	_____	_____		
7	_____	_____	_____		
8	_____	_____	_____		
9	_____	_____	_____		
10	_____	_____	_____		